

Time Management Questions

1. How productive do you believe you are with your time (1-5)? (busy is getting things done; productive is getting the right things done)
1 = least productive; 5 = most productive: 1/2/3/4/5

2. What are the top goals that represent success on your job?

3. What are the top two activities you can do that most support that success?

4. What would you do more of if you had the time (other than answer more calls)?

5. What are the major interruptions you experience?
